

OUT-OF-STATE TRAVEL APPROVAL REQUEST

Pursuant to the provisions of Sections 1062, 11032, and 11033 of the Government Code and SAM Section 0730, et seq.


Send 6 copies to: Director, Department of Finance



STD. 257 (REV. 5-94)



NAME AND TITLE		DOCUMENT NUMBER	
		DATE	
DIVISION	DEPARTMENT	AGENCY	
PURPOSE		ABSENCE DATES	
ITINERARY		<b>ACTION REQUIRED:</b>  For approval by Director (within blanket STD. 260—retain STD. 257 within Department) ..... <input type="checkbox"/>  For approval of Agency Secretary (if appropriate), Department of Finance, and Governor.  Specific advance approval required ..... <input type="checkbox"/>  Additional funds required (BR # _____) <input type="checkbox"/>	
TRANSPORTATION TYPE	EXPENSES NOT TO EXCEED		
FUND			

REQUESTED BY	TITLE
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FUNDING

Allotment: _____	<i>I HEREBY CERTIFY upon my own personal knowledge that the unencumbered balance in the budget allotment for travel out-of-state shown above is correct per the Allotment-Expenditure Ledger.</i>
Unencumbered remainder after posting this estimate to allotment expenditure ledger ..... _____	
Adjustment increasing encumbrances ..... _____	
Adjustment decreasing encumbrances ..... _____	(After BR No. _____ ) ACCOUNTING OFFICER'S SIGNATURE 

<b>DEPARTMENTAL APPROVAL</b>		<b>AGENCY APPROVAL</b>	
APPROVED BY 	DATE	APPROVED BY 	DATE
TITLE		TITLE	

<b>AUTHORIZATION</b>			
APPROVED, DIRECTOR OF FINANCE 	DATE	APPROVED, GOVERNOR OF CALIFORNIA 	DATE